PARENT INFORMATION HANDBOOK 2019

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OUR VISION

To empower our students, staff and members of our school community by providing opportunities for them to nurture their educational and spiritual development, so that they may make a lifelong contribution to the benefit of society.

OUR MISSION

At St Stephen’s School, learners are engaged in and empowered by a challenging, relevant and holistic curriculum, within a positive and respectful Catholic environment.
WELCOME!

Dear Parents and Caregivers

Welcome to St Stephen’s School. I feel privileged that you have chosen our wonderful school for your child. Deciding where to send your child to school is one of the hardest decisions that you will make as a parent and we are very mindful of the faith and trust you have placed in us at St Stephen’s.

As Principal I look forward to developing a long-term relationship with you and your family. Building a Catholic school community is about creating a learning community, with our faith at its core that will prepare the next generation for the challenges they will face in the future.

St Stephen’s School is founded on living Gospel values within the Catholic faith tradition. We make a commitment to fostering the faith development of each child in our school, where each child is accepted and valued as the unique individual they are.

Our curriculum is contemporary, data driven and based around the new Australian Curriculum. We have a very professional staff who takes great pride in delivering a holistic education based on high expectations, academic excellence and innovation.

You as parents play an integral role in your child’s education. You join us in partnership, enabling your child to reach their full potential. We encourage parents to become actively involved in their child’s learning and we encourage parent participation in all aspects of our school program. I personally invite you to become part of the wonderful tradition we have of parent involvement and collaboration.

This Parent Handbook contains important information so please keep it on hand and refer to it when needed. I am always available to meet with parents so please feel free to contact the office if you would like to meet with me to discuss any aspect of life at St Stephen’s.

Once again thank you for choosing St Stephen’s School.

Phillip Manitta
Principal
ACTIVITIES / EXCURSIONS
Class activities/excursions are a means of highlighting school studies and stimulating interest in classroom work. All children are expected to participate in scheduled activities/excursions. Parents are advised of scheduled activities via email through a program called EdSmart. Parents are requested to give permission via this digital format prior to the event.

ASSESSMENT & REPORTS
School reports and parent/teacher interviews are designed to inform parents about their child's achievements and progress at school. Formal parent/teacher interviews are held at the end of Term 1 and may also be scheduled at the end of Term 3. These meetings provide a forum for an exchange of information about each child. Staff members also welcome interviews with parents at other times. These meetings should be arranged by appointment.

Written reports are sent home to parents twice each year, at the end of each school semester.

ATTENDANCE
A record of the attendance of students is kept on a daily basis.

Parents, please notify the school by 8:45am via the Parent Portal or phone if your child will not be attending school for the day and the school has not been informed already. Otherwise, a text message will be sent to your family’s main school contact enquiring as to your child's whereabouts.

In the case of an extended absence, parents should advise the school in writing or via the Parent Portal of your child's anticipated return date to school.

ACCIDENTS & ILLNESS
Should your child suffer from an accident or a sudden illness at school, office staff will attempt to contact you by telephone. Parents should advise the school of any changes to contact telephone numbers so that the school’s records are up-to-date and contact can be made in an emergency. These changes are to be made via the Parent Portal.

The school will call an ambulance for medical emergencies.

AWARDS
Student awards and certificates are presented at school assemblies and on other occasions to positively affirm the children for their good work and behaviour.

BOOKS & STATIONERY
The school will order all textbooks/equipment/resources & stationery your child will require for the year. Parents will be charged a levy in order to pay for these items. This levy will appear on the School Fees Account for Term 1. You will be notified of the collection day prior to the first day of school.
EDUCATIONAL SUPPORT TEAMS
Our school is assisted in its work by a team of qualified consultants employed by Brisbane Catholic Education. Team members specialise in areas such as:
- Religious Education
- Special Education
- Child Guidance
- Curriculum and Teacher Development
- Information Technology
- Planning and Building

FIRE & EMERGENCY EVACUATION PROCEDURES
When the evacuation siren is sounded, children and adults must leave buildings via the exit doors and move, as directed by the teachers. The fire warden will ensure each building is empty. The roll is called when all children are assembled in the safety zone. Children and adults may return to classrooms after the roll is called and the all clear signal has been given. The evacuation plan is displayed at the main exit point of each room. Evacuation drills are held at least once each semester. The usual assembly point for an emergency evacuation is our oval.

HEALTH
The school should have up-to-date information about your child’s health. Please advise the office of any changes.

HOMEWORK
Homework is assigned because:
(a) the development of a regular home study habit assists can children with their learning.
(b) homework can provide parents with an opportunity to participate in the school’s educational program.

Parents are asked to check that homework is completed neatly. If homework is not completed for a valid reason, then a note explaining the circumstances should be sent to the teacher.

The formal assignment of homework commences during Prep.

INDIVIDUAL DIFFERENCES
School staff members value the uniqueness and individuality of each student and endeavour to provide opportunities for all children to experience success at school. We also endeavour to provide an environment that allows students to progress according to their abilities. Support is provided to those children who require additional assistance.

INFORMATION TECHNOLOGY
At St Stephen’s School, we recognise the tremendous impact technology has in all areas of society. Therefore, we endeavour to expose children to a variety of technologies, particularly computers and information technology. By using computers and related technologies in the classroom, students are able to acquire skills and attitudes that will extend and enrich their learning. Students are given opportunities to use on-line information retrieval skills and electronic mailing to assess, manage and handle information in many forms, within a range of subject areas.

In Years 4, 5 and 6, our students are given the opportunity to use an assigned laptop for use at school, home, and during the holidays.

LATE ARRIVAL/EARLY DEPARTURE
Students who arrive to school after the bell at 8:25am must be signed in at the school office electronically by either their parent or a caregiver using the ALLE receipting system. After signing your child in, please see the office staff to collect a printed slip, which is then handed to the class teacher. Similarly, for an early departure a parent/caregiver must first come to the main office to sign their child out before collecting them to leave.
LIBRARY
Our school library is a resource centre that provides materials to meet the learning needs of our students. The library provides children with opportunities to develop the ability to co-operate with others by working in an area where reading, listening and viewing can be shared with other children. Through literature children can acquire a love of reading, which will enrich, enlarge and extend their world, stir their imaginations and help them to better understand themselves and others.

Modern technology, in the form of a computerised search and borrowing system, access to the Internet and educational programs are available in the library to allow children to become familiar with the use and benefits of computers in education.

To help children take appropriate care of library books, it is necessary for each child to use a water resistant library bag, marked clearly with his/her name. Parents are asked to assist by ensuring that library books, when not in use, are kept in a library bag. Books are normally borrowed for a maximum period of two (2) weeks.

Library staff members appreciate offers of help from parents to volunteer to assist with book covering and other library tasks.

LOGO
St Stephen was one of the early leaders of the Christian Church. He has the distinction of being both the first deacon and the first martyr.

Well-educated and fluent in Greek, St Stephen preached the Gospel to those who were ultimately responsible for his trial and death by stoning.

At his trial, St Stephen spoke of the beliefs with which he is associated today, i.e.:

- The positive and powerful influence one’s own faith can have on others.
- The need to live one’s life according to values that have lasting importance.

Our logo shows an active figure responding to the influences of learning (symbolised by the book) and the love of God (symbolised by the cross). The palm frond is a symbol of martyrdom. This is especially significant to St Stephen, as the first Christian martyr. The figure in the logo is standing on stones that represent the solid moral foundation of Christianity and a Catholic education.

LOST PROPERTY
All items of clothing/property should be clearly named. Items of unclaimed property are kept in the school office. The school disposes of any unmarked and unclaimed clothing and/or other lost property at the end of each term.
MEDICATION AT SCHOOL
The school will not administer medication to children, unless:

1. there are written instructions prescribed by a doctor or other legally qualified medical practitioner on the container that specify:
   (i) the name of the child,
   (ii) the name of the medication,
   (iii) the dosage,
   (iv) the times the medication should be administered and
   (v) the method of administration of the medication.

2. The school holds a signed Student Medication Request Form. (These forms are available from the school office and on the Parent Portal, and, in some instances, both a parent and a medical practitioner must sign.)

3. Staff are not able to administer non-prescribed medications e.g. analgesics or headache tablets.

In the interests of all students and members of staff, if children are ill, they should not be at school until they have recovered from their illness.

NEWSLETTER
Each Friday, a school newsletter is sent to every family via email and is available on the Parent Portal. The newsletter is a very important means of communication between school and home. Parents are encouraged to read the newsletter in order to be informed of school activities, events and policies. Please ensure that you advise us of any change to your email address via the Parent Portal.

RELIGIOUS EDUCATION
Our Catholic school is an integral part of the parish community and Archdiocese of Brisbane. The school’s religious education program prepares children for full participation in the life of the Parish and aspires to educate and form students who are challenged to live the Gospel of Jesus Christ and are literate in the Catholic and broader Christian tradition, so that they might participate critically and authentically in faith contexts and wider society. Our school follows the Religious Education Guidelines for the Archdiocese of Brisbane and teachers are regularly inserviced in this curriculum area.

The Assistant to the Principal - Religious Education (APRE) is a key member of the school’s leadership team. The APRE is responsible for the coordination of the school's religious education program and the religious life of the school.

Because the Catholic faith underpins our school's mission and vision, we endeavour to encourage personal commitment and worship through:

- the gentle initiation of early years school children into year level and school liturgies, prayer assemblies and masses
- the inclusive involvement of all children in school worship
- cooperation with the parish in the preparation of children for the reception of the Sacraments of Initiation.

OFFICE HOURS
Office hours are from 8:00 a.m. – 4:00 p.m., on weekdays, during each school term.
PARENTS AND FRIENDS ASSOCIATION
The Parents and Friends Association (P&F) endeavours to actively support the school. All parents and staff members belong to the P&F. The school’s P&F Association meets on a monthly basis.

All parents are encouraged to attend these meetings to be informed about school activities and share in decisions concerning the P&F. Social activities conducted by the P&F provide opportunities for families to become better acquainted.

PARENT/SCHOOL COMMUNICATION
If you would like to discuss a classroom/school issue, please see your child’s teacher in the first instance. To do this, please request an appointment, via email sent directly to your child’s class teacher. If you would like to discuss a general school matter, please make an appointment to see a member of the school’s leadership team (Principal, Assistant Principal or APRE).

PARENT PORTAL
For all general school information the St Stephen’s Parent Portal is the best place to go. The Parent Portal publishes important information to our community in a password protected and safe environment. Information such as the school calendar, school forms, tuckshop menus, teacher contact details and excursion photos can all be found on the Parent Portal. If you do not have your Parent Portal credentials please email the school on palgester@bne.catholic.edu.au

All changes/updates to your personal details, including contact and address details, email address or your child’s medical information needs to be made via the Parent Portal.

RETENTION AND PROMOTION
Promotion from one year level to the next is based on a child's readiness. This is determined by assessing factors such as his/her academic, social and physical development. When the retention of a child is under consideration, parents, teachers and the principal will be involved in the decision-making process. Generally, the retention of a child would take place in exceptional circumstances only. In most instances this would only occur in the Prep year.

SCHOOL BOARD
A School Board has been established at St Stephen’s School. The School Board is a Pastoral Board that works in conjunction with the Principal to ensure alignment with School and Archdiocesan Policies.

The School Board has a membership that includes the Principal and elected members of the school staff, parent body and parish community.

SCHOOL PHOTOGRAPHS
Class, individual and family photos are taken each year, at school. Parents who wish to purchase school photos are asked to pay, in advance, prior to the day the photos are taken. The photographer will refund payment if parents are unhappy with the photographs.

SPORT & PHYSICAL EDUCATION
Our school endeavours to maintain a balance between the teaching of physical skills and sports competition. Interschool Sport is a component of our Physical Education program, commencing in Year 4.
SUPERVISION BEFORE & AFTER SCHOOL
Supervision of children in the school grounds commences at 8:00am each morning. Teachers are also rostered for supervision in the pick-up area, after school, until 3.10 p.m.

TERM DATES – 2019
Term 1  Wednesday 30 January – Friday 5 April
Term 2  Tuesday 23 April – Friday 28 June
Term 3  Monday 15 July – Friday 20 September
Term 4  Tuesday 8 October – Friday 6 December

STAFF PROFESSIONAL DEVELOPMENT DAYS FOR 2019
Term 4  Monday 21 October

N.B. Students do not attend school on this day.

TIMETABLE
Daily Timetable
First Bell  8:25 a.m.
Morning Session  8:30 a.m. – 10:30 a.m.
Lunch Break  10:30 a.m. – 11:00 a.m.
Middle Session  11:00 a.m. – 1:00 p.m.
Snack Break  1:00 p.m. – 1:30 p.m.
Afternoon Session  1:30 p.m. – 2:50 p.m.
Final Bell  2:50 p.m.

TRAFFIC AND PARKING
Parents, members of staff and visitors are expected to drive safely when in the vicinity of the school or on school property as the safety of everyone on the school site is a priority. Please abide by all traffic signs and do not park on the grass areas.

TUCKSHOP
The Tuckshop provides children with an opportunity to purchase nutritious food for lunch. The Tuckshop Convenor welcomes the assistance of parent helpers. A Tuckshop price list is available from the office, on the school’s webpage and the Parent Portal. The Tuckshop is cashless and orders can be placed using the Qkr! app.

VISITORS TO THE SCHOOL
When visiting the school during school hours, please register your arrival and departure by signing in/out at the office. When you sign-in, you will be given a badge to wear, e.g. visitor, volunteer, support-a-reader, etc. These procedures assist with school safety and security.

VOLUNTEERING AT ST STEPHEN’S SCHOOL
Volunteers, be they parents or friends of St Stephen’s School, are very welcome and are a critical part of daily school life. Volunteering in classrooms or for Tuckshop, P&F, School Board, working bees, Fetes, or other roles, enhances the quality of teaching and learning that we provide.

All volunteers must be trained in student protection and safety protocols before they are able to lend their skills and services to the community. By undertaking the online training, parents, grandparents and friends can agree to a code of conduct and register as volunteers in our school.

Background
The training of volunteers is now mandatory in Queensland under The Commission for Children and Young People and Child Guardian (CCYP CG) Act. Most of these training expectations are in relation to Child Protection and exist for the good of all students in our care. There are some very specific expectations on schools in relation to volunteers who work in the school. These are set out in the Volunteer Registration Pack.
Volunteers Who Are Not Parents (this includes the grandparents of school students)
All non-parent volunteers at our school must also undergo employment screening and receive a Positive Notice Blue Card for Volunteers. This positive notice is now an essential requirement, under Queensland Legislation, before the services of volunteers can be accepted at our school.

Along with this card, you must undergo the Student Protection Training mentioned above and complete the various documents to ensure you and the school comply with the requirements for volunteers under the current legislation.

Once registered, volunteers may become involved in a range of volunteer tasks. Volunteers are asked to sign in on every occasion they work in our school. Sign-in books for volunteers are located in the school office.
St Stephen's School Policies

ENROLMENT POLICY

FEES COLLECTION AND PAYMENT POLICY

BULLYING PREVENTION POLICY

UNIFORM & GROOMING POLICY
ENROLMENT POLICY

Enrolments will be considered in the following order of priority:

- families who already have a child enrolled at the school
- Catholic families from our parish and neighbouring parishes
- families transferring from another Catholic school
- families from other faith denominations

When submitting an enrolment application, parents acknowledge their acceptance of the policies of the school and their commitment to work in co-operation with school personnel for the benefit of their child.

Acceptance of an enrolment at St Stephen’s School indicates that parents understand their children will participate in the formal religious education program and liturgical life of the school.

All enrolments will be at the discretion of the principal, according to the availability of vacancies.

An enrolment at St Stephen’s School does not guarantee a future enrolment at another Catholic primary or secondary school.

ENROLMENT PROCESS AND PROCEDURES

1. SIBLINGS
   1.1. Siblings of children already enrolled are given preference.

2. ENROLMENT AGE

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>Eligible for Prep in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Children born 1 July 2013 – 30 June 2014</td>
<td>2019</td>
<td>2020</td>
</tr>
<tr>
<td>Children born 1 July 2014 – 30 June 2015</td>
<td>2020</td>
<td>2021</td>
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<tr>
<td>Children born 1 July 2015 – 30 June 2016</td>
<td>2021</td>
<td>2022</td>
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<tr>
<td>Children born 1 July 2016 – 30 June 2017</td>
<td>2022</td>
<td>2023</td>
</tr>
<tr>
<td>Children born 1 July 2017 – 30 June 2018</td>
<td>2023</td>
<td>2024</td>
</tr>
</tbody>
</table>

3. ENROLMENT APPLICATIONS
   It may be necessary to use the date of application to assess applications of equal merit.

4. CHILDREN WITH SPECIAL NEEDS
   Procedures established by Brisbane Catholic Education will be used to assess the enrolments of children with special needs.

ENROLMENT PROCEDURES

- Families must first submit an Application for Enrolment form, along with a copy of the child’s birth certificate or extract, baptismal certificate and any medical or specialist reports that may assist in understanding the child’s needs or circumstances regarding their development and readiness for school.
- Depending on eligibility, an interview will be scheduled to provide an opportunity for parents to meet with the principal to exchange information regarding the application for enrolment.
- Families will be notified as to the outcome of the enrolment process.
- During Term 4, our annual Orientation Morning for the parents of new children to the school will be held.
• If an enrolment cannot be offered in the first instance, all applications will be held on file for a period of six (6) months. Families will be contacted if a vacancy arises during this period of time.

6. **ACCEPTANCE OF ENROLMENT**
   6.1. A signed Confirmation of Enrolment form notifies the school that parents have accepted the offer of a place in the school.
   6.2. On acceptance of a place, a one-off non-refundable fee, per family, will be charged. This fee reserves an enrolment for the start of the year and also covers the costs associated with processing the application. This fee is called the Enrolment and Processing Fee.
FEE COLLECTION AND PAYMENT POLICY

The fees and levies collected at St Stephen’s School allow for the provision of a high quality education for your child/children.

School fees and levies:
- provide essential resources, materials, facilities, activities, services and equipment.
- provide for the maintenance of buildings, grounds and other facilities.
- assist with the payment of wages for teaching, administrative and ancillary staff.

ISSUING OF ACCOUNTS
School fees are issued at the commencement of each term, usually in the second week of the term. The statement will show the following:
- Tuition Fee
- Capital Levy
- Other levies, e.g. the Information Technology Levy, Activities/Excursion Levy, the Resource & Textbook Levy, 1:1 Device (years 4-6) and Camp (years 5 & 6).

The St Stephen’s School Parents and Friends Association also collect a levy through the St Stephen’s School fee structure.

Parents are requested to pay the school fees account by the due date, which is shown on the account.

METHODS OF PAYMENT
School Fee Statements are emailed at the beginning of each term. Parents are asked to pay the fee account within fourteen (14) days of issue. Payment is preferred by the School Direct Debit system with payment options weekly/fortnightly/monthly, but is also accepted by BPAY, cash, eftpos or credit/debit card or Centerpay. A Direct Debit form is available on the School website and Parent Portal. Each account includes an authority to pay by credit card and BPAY details. Payments by credit card are also accepted over the phone. BPAY minimum is $50.

REMINDER NOTICES
A Reminder Notice will be issued to all families who have not settled the school fee account by the due date where a payment plan is not in place. Should accounts remain outstanding, a member of the Administration Team or his/her delegate will make contact to discuss the outstanding fees.

PAYMENT DIFFICULTIES
If you are experiencing difficulties in paying your account, please contact the school as soon as possible, preferably before the due date, as it may be possible that some assistance, such as an extension of time or payment by instalments, can be organised.

CONCESSIONS
In cases of financial hardship, the school will consider offering a concession on school fees. Concessions applications are accepted at the commencement of each year or when the hardship within the family occurs. Concessions on fees are not ongoing and applications must be re-submitted at the commencement of the new school year. The final decision rests with the school principal or the principal’s nominee.
OVERDUE ACCOUNTS
Parents are strongly encouraged to contact the school if they are experiencing difficulty in paying the school fees account.

On some occasions parents fail to pay their account, do not respond to reminder notices and do not contact the school to make alternative arrangements. In these instances the school is reluctantly forced to consider engaging the services of a professional debt collection agency.

Please be aware that additional charges will be incurred once the account has been handed to the debt collection agency for action. Once accounts have been handed to the debt collection agency, the matter effectively passes out of the school's control and all negotiations for payment must then be made with the debt collectors.
BULLYING PREVENTION POLICY

BACKGROUND
St Stephen’s School’s Bullying Prevention Policy operates under the umbrella of the school’s Behaviour Management Policy.

A DEFINITION OF BULLYING
A person is bullied or victimised when he or she is exposed repeatedly, and over time, to negative action on the part of one or more other persons. (D. Olweus 1994)

Bullying involves:
- a desire to hurt
- a hurtful action (physical, psychological or social)
- a power imbalance
- (typically) repetition
- an unjust use of power
- evident enjoyment by the aggressor and
- sense of being oppressed on the part of the victim (Rigby 1996)

Bullying can be physical, verbal, emotional and digital harassment. Some examples of these types of behaviour follow:

Physical Harassment
- punching
- pushing
- slapping
- kicking
- poking
- hair pulling
- scratching
- tripping
- pinching
- standing over someone
- breaking or damaging someone’s possessions

Verbal Harassment
- using words that suggest stupidity, e.g. der, dummy, moron, halfwit, etc.
- using words that suggest ugliness or personal problems, e.g. boofhead, four eyes, stinky, fatty, etc.
- using words that suggest weakness, e.g. cry baby, wimp, sook, etc.
- using words that attack ethnic or religious characteristics, e.g. wog, chink, Mick, darky, etc.
- echoing whatever someone says in a mocking voice
- using rude words with a sexual meaning
- making threats, e.g. “I’ll get you!” or “I’ll come around to your house and ...”

Emotional Harassment
- making rude gestures, e.g. monkey movements or extending the middle finger
- repeated teasing
- whispering about someone behind his/her back
- imitating someone’s speech or behaviour in a way designed to offend
- laughing at someone’s mistakes
- excluding someone from group activities (with or without comment)
- refusing to talk to or notice someone
- passing around nasty gossip with a view to make someone feel bad
- demanding money or services “or else!”

Digital Harassment
Mobile phone use (texting, videoing, calling) involving:
- abusive language
- swearing
- threats
- name calling
- derogatory comments
- videoing/photographing members of the school community without permission
- forwarding original or modified videos/photos of an inappropriate nature

Email use involving:
- abusive language
- swearing
- threats
- name calling
- derogatory comments
- videoing/photographing members of the school community without permission
- forwarding videos/photos of an inappropriate nature

Written messages involving:
- abusive language
- swearing
- threats
- name calling
- derogatory comments
- passing notes about someone

ST STEPHEN’S SCHOOL’S POSITION ON BULLYING
At St Stephen’s School, we believe that everybody has the right to feel safe. Therefore, bullying behaviour at St Stephen’s School is unacceptable.

Policy Implementation
- Parents, teachers, students and the community will be notified and regularly updated on the school’s position on bullying.
- The school will adopt a four-phase approach to bullying, as follows:

PHASE 1: PRIMARY PREVENTION:
- Staff members and the principal will participate in professional development activities relating to bullying, harassment and proven counter measures.
- Community awareness and input relating to bullying, its characteristics and the school’s programs and response will be a priority.
- The school will provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving.
- The school will use an action research approach and regularly seek information from parents, staff and students regarding bullying at school. The results to this approach will inform further action.
- The school will engage our adopt-a-cop to educate and raise the awareness of the children about online safety.
- Classroom teachers will discuss and clarify the school’s policy on bullying with the children in his/her class at the start of each year and at regular intervals throughout the year.
- The curriculum will include anti-bullying messages and strategies e.g.: performances at assembly, opportunities for students to practise “I” messages, etc.
- Activity options or structured activities also may be available to children at lunch breaks, e.g. library, chess, choir and computer games.
- The Chat Room is available as another option to students.

PHASE 2: EARLY INTERVENTION:
- The principal and members of staff will remind children about the need to report bullying incidents as part of our student protection procedures.
- Parents will be encouraged to contact the school if they become aware of a problem.
- Public recognition and rewards for positive behaviours and resolutions of problems will be made.
- Behaviour tracking and monitoring software will also be used.

PHASE 3: INTERVENTION:
- Bullying is an inappropriate behaviour which will be managed within the context of the school’s Behaviour Management Policy.
- Once identified, incidents or allegations of bullying will be fully investigated and documented.
- Both bullies and victims will be offered counselling and support.
- If student bullying persists, parents will be contacted and consequences will be discussed and implemented.

PHASE 4: POST VIOLATION:
- Consequences for students who are identified as bullies within the school context will be the same as for other serious behaviours, i.e. consequences will be individually based and may involve:
  - exclusion from class.
  - exclusion from the playground.
  - school suspension.
  - withdrawal of privileges.
  - ongoing counselling from an appropriate agency for both the victim and the bully.
- Early intervention strategies suggested as part of the school’s Behaviour Management Policy will also be implemented, e.g. the reinforcement of positive behaviours, classroom meetings, the use of relevant support structures, ongoing monitoring of identified offenders and affirmation for positive behaviours.

EVALUATION OF POLICY
This policy will be reviewed with whole staff, student, parent and community input as part of the school’s five-year policy review cycle.
UNIFORM & GROOMING POLICY

At St Stephen’s School, students are expected to maintain a high standard of dress and grooming which:

- Presents an appropriate image of our school to the broader community and to each other.
- Supports a positive atmosphere where study and learning can flourish.
- Promotes school unity and pride.

IMPLEMENTATION OF THE UNIFORM & GROOMING POLICY

1. Students and parents should note the following:

- Uniforms should be clean, tidy and in good repair.
- Formal uniform must be worn on Mondays and Fridays (with the exception of interschool/representative sport). Formal uniform can also be worn on other days except PE days. Please note there will be a grace period with the shirts for the remainder of the 2018 year. The revised expectations will be enforced from Term 1, 2019.
- PE uniform is to be worn on allocated PE day and is optional attire on Tuesdays, Wednesdays and Thursdays. PE uniform should be worn when participating in interschool sport and/or representative sport.
- Senior shirts may be worn Tuesdays, Wednesdays and Thursdays and when representing St Stephen’s School at sporting events. It is compulsory for all Year 6 students to purchase a senior shirt. Please note there will be a grace period with the shirts for the remainder of the 2018 year. The revised expectations will be enforced from Term 1, 2019.
- Hair should be clean and tidy. Hair longer than collar length must be tied back with red, navy blue or white accessories.
- Extreme hairstyles, which draw attention to the student through cut, colour, additive products, etc., are not permitted (Mohawk haircuts, rat tails, undercuts, tracks and other similar cuts are not permitted).
- Fingernails must be clean, well trimmed and unpolished.
- Acceptable jewellery is: a watch, chain with cross or Christian religious symbol, signet ring and plain gold or silver sleepers or studs (No birthstones, pearls, diamonds etc.). Students are permitted one earring per ear lobe, no other piercings permitted.
- Each item of clothing must be clearly named.
- Shoes are to be all black leather or leather look. No canvas, hightops or white soles. Mary Jane style shoes can be worn with the formal uniform on non-PE days.
2. Students who are in breach of the school’s uniform and grooming standards will be:
   - Given a verbal reminder by a St Stephen’s staff member.
   - If the issue is not resolved (within 5 days), Administration will issue a note to take home to parents indicating the standard that has been breached, the correction required and the specified period of time in which the correction should be made.

3. Students, with the support of their Parents/Caregivers must adhere to the Uniform and Grooming Policy and regulations.

4. The final decision regarding the standard of grooming and uniform wear rests with the school principal or the principal's nominee.
ST STEPHEN'S SCHOOL

(All items marked with an asterisk must be purchased from the St Stephen's Uniform Shop)

FORMAL UNIFORM

Girls
- * Blue checked dress or
- * Blue checked blouse with
- * Navy blue culottes or navy blue shorts
- * Blue socks with red stripes
- Black leather shoes or black joggers
- * Navy blue hat
- Raincoat
- Red, blue and white headwear e.g. ribbons and headbands

Boys
- * Blue checked shirt with
- * Navy blue shorts
- * Blue socks with red stripes
- Black leather shoes or black joggers
- * Navy blue hat
- Raincoat

Suggestion:
Navy blue cotton sports briefs or
Navy blue bike pants to wear under dress

INFORMAL/SPORTS UNIFORM

Girls
- * Blue sports polo shirt
- * Navy blue shorts or navy blue culottes
- * Blue socks with red stripes
- Black joggers
- * Navy blue hat
- * Senior shirt for Year 6 students

Boys
- * Blue sports polo shirt
- * Navy blue shorts
- * Blue socks with red stripes
- Black joggers
- * Navy blue hat
- * Senior shirt for Year 6 students

PREP WEAR

Girls
- * Red and navy polo shirt
- * Navy blue shorts or navy blue culottes
- * Blue socks with red stripes
- Black joggers
- * Navy blue hat
- Raincoat
- Red, blue and white headwear e.g. ribbons and headbands

Boys
- * Red and navy polo shirt
- * Navy blue shorts
- * Blue socks with red stripes
- Black joggers
- * Navy blue hat
- Raincoat

WINTER WEAR

Girls
- Navy blue track pants
- * school jacket
- * school jumper
- Navy blue tights

Boys
Navy blue track pants
- * school jacket
- * school jumper

Optional:
Navy blue, red or white shirt underneath the school uniform.
PREP INFORMATION

PREP WEEK 1

FINISHING TIME

Tuesday 29 January 2019
Wednesday 30 January 2019
Thursday 31 January 2019
Friday 1 February 2019

Pupil Free Day
12:30pm
12:30pm
12:30pm
PREPARING YOUR CHILD FOR PREP

1. Toilet Training:
   - can dress and undress
   - can wipe own bottom
   - can push button on toilet
   - can wash and dry hands

2. Name:
   - answers to first name
   - knows surname
   - recognises first name in written form

3. Has knowledge of formalities such as saying Hello, Goodbye, Please, Thank you.

4. Is able to separate easily from parents, i.e. trusts that Mum/Dad will return.

5. Help your child practise:
   - opening and closing his/her lunch box
   - packing and unpacking Prep bag including zips and clips
   - putting on and taking off shoes and socks
   - putting on raincoats

6. Rhyming is a very important skill you can practise with your child. Read lots of books that have rhyming words in them and teach your child nursery rhymes. A child's ability to rhyme is a good indicator of future reading success.

7. Visual perception activities such as spot the differences, or find the hidden shape/object books (e.g. “Where’s Wally” & “I Spy”), balloon patting/bouncing, lotto games, bingo (using shapes and pictures) and puzzles are all good experiences for your child in preparation for Prep.

YOUR CHILD WILL NEED:
(All items are compulsory requirements.)

1. A clearly named, school size bag/backpack - large enough to carry all belongings.

2. A St Stephen’s School hat, clearly named inside.

3. A St Stephen’s Prep Uniform:
   
   **PREP WEAR**
   
   **Girls**
   - Red and navy polo shirt
   - Navy blue shorts or navy blue culottes
   - Blue socks with red stripes
   - Black joggers
   - Raincoat
   - Red headwear e.g. ribbons and headbands

   **Boys**
   - Red and navy polo shirt
   - Navy blue shorts
   - Blue socks with red stripes
   - Black joggers
   - Raincoat

   **WINTER WEAR**
   
   **Girls**
   - Navy blue and red track pants
   - Navy blue and red jacket
   - Navy sweater

   **Boys**
   - Navy blue and red track pants
   - Navy blue and red jacket
   - Navy sweater
4. **A spare set of clothes and underwear to be kept in a plastic bag inside their school bag at all times.**

5. **A lunch box or cooler bag with ice pack.**

6. **A water bottle with pop-top style lid.**  
   **Please do not fill these bottles with cordial or juice.**  
   If you wish, you can send a small fruit juice popper with your child’s lunch. (No cans or bottles please)

7. **A raincoat (no umbrellas)**

   Please name every item your child brings to Prep using a permanent marker (including every sock and every shoe). Use lower case letters not capitals; e.g. John Smith - not JOHN SMITH.  
   (Refer to correct script at the back of this handbook).

There are a number of other items your child will need at Prep. These are covered by a levy, which is included in your school fees account. All of these items will be given to your child as part of the Prep Program, as and when required, e.g. tissues, drawing materials, display folder and etc.

**FOOD & DRINK**  
From an early age children learn healthy eating habits. We promote a healthy eating policy at St. Stephen’s Prep for the benefit of your child’s health.

**Please refrain from sending**: chocolate (or chocolate coated items), cakes, lollies, dessert snacks, flavoured milk, soft drinks, roll-ups.

**BREAKS**  
**Fruit Snack**  
Please provide a fresh fruit or vegetable snack for your child every day e.g. a banana, apple or carrot sticks.

**First Break**  
Please pack a nutritious lunch in a lunch box or cooler bag with an ice pack to keep food cool. Healthy suggestions for lunch include: a sandwich or roll (with meat, salad and cheese fillings), pasta, salads, fresh/dried fruit. Please note that staff members are unable to re-heat children’s lunches.

**Second Break**  
Please pack a small healthy snack such as a piece of fruit (pre-cut), crackers, cheese, vegetable sticks, muesli bars or sultanas.

**BIRTHDAYS**  
It’s always a treat for your child to celebrate his/her birthday with their Prep friends by bringing along a cake, patty cakes or iceblocks to share. Please let the staff know in advance.
PARENT PARTICIPATION

Parents are encouraged to spend time with us at Prep to be part of our program. You may like to offer your talents or special skills or help out with group work and organised learning experiences.

Opportunities to assist in the classroom will occur in mid-term 1 and terms 2, 3 and 4. Assistance is appreciated for programs, Literacy activities and special events.

Please don’t hesitate to come and help. You are an invaluable part of our Prep!

Please note: All parent helpers/volunteers are required to undertake the St Stephen’s School Volunteer Training prior to helping or volunteering their time at our school. For more information, please see the “Volunteering at St Stephen’s School” section in this Parent Handbook.
Queensland Beginner’s Alphabet Script

Aa    Bb    Cc    Dd
Ee    Ff    Gg    Hh
Ii    Jj    Kk    Ll
Mm    Nn    Oo    Pp
Qq    Rr    Ss    Tt
Uu    Vv    Ww    Xx
Yy    Zz
### Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts* (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (varicella)</td>
<td>Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.</td>
<td>Any child with an immune deficiency (for example, leukemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.</td>
</tr>
<tr>
<td>Cold sores (herpes simplex)</td>
<td>Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus (CMV)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea and/or vomiting (including:</td>
<td>Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria*</td>
<td>Exclude according to public health unit requirements.</td>
<td>Exclude according to public health unit requirements.</td>
</tr>
<tr>
<td>Enterovirus 71 (EV71)</td>
<td>Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular fever (Epstein Barr virus (EBV), mononucleosis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus influenza type b (Hib)</td>
<td>Exclude until the person has received appropriate antibiotic treatment for at least four days. Not excluded. Contact a public health unit for specialist advice.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A*</td>
<td>Exclude until a medical certificate of recovery is received and at least seven days after the onset of jaundice.</td>
<td>Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza A and influenza-like illness</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles*</td>
<td>Exclude for four days after the onset of the rash.</td>
<td>Immunised and immune contacts are not excluded. For non-immunised contacts, contact a public health unit for specialist advice. All immunocompromised children should be excluded until 18 days after the appearance of the rash in the last case.</td>
</tr>
</tbody>
</table>
# Time out

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of case (person with infection)</th>
<th>Exclusion of contacts* (person exposed to the case with the infection)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics.¹</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningitis (viral)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal infection²</td>
<td>Exclude until appropriate treatment has been completed</td>
<td>Not excluded. Contact a public health unit for specialist advice about antibiotics and vaccination for people who were in the same room as the case.</td>
</tr>
<tr>
<td>Mellisseum contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days after onset of swelling.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Norovirus</td>
<td>Exclude until they have not had any diarrhoea or vomiting for 48 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded (pregnant women should consult their medical practitioners).</td>
</tr>
<tr>
<td>Pertussis¹ (Whooping cough)</td>
<td>Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing</td>
<td>Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.</td>
</tr>
<tr>
<td>Poliomyelitis³</td>
<td>Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/ school, confirming child is not infectious.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Ring Worm, linea, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rosella</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German measles)³</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a waterproof dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Shigellosis</td>
<td>Exclude until diarrhea has stopped and two samples, taken at least 24 hours apart, have tested negative.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal sore throat (Including scarlet fever)</td>
<td>Exclude until well and has received antibiotic treatment² for at least 24 hours.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Thrush (candidiasis)</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis (TB)³</td>
<td>Written medical clearance is required from Queensland Tuberculosis Control Centre to return to child care/ school, confirming child is not infectious.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid, paratyphoid</td>
<td>Exclude until diarrhea has stopped and two consecutive samples, taken at least 1 week apart, have tested negative.</td>
<td>Not excluded unless considered necessary by public health unit.</td>
</tr>
<tr>
<td>Whooping cough – see pertussis.</td>
<td>Exclude if loose bowel motions present.</td>
<td>Not excluded.</td>
</tr>
</tbody>
</table>

**Footnotes**

1. The definition of ‘contact’ will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
2. Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
3. Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
4. Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
5. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.

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*For additional information please refer to the National Health and Medical Research Council publication 5th Edition – Staying Healthy – Preventing infectious diseases in early childhood and educational care services*


*or the Queensland Department of Health website at*


*for fact sheets about various communicable diseases.*